

Quick Plan Development and Approval Checklist

This checklist identifies the required and optional content of a local hazard mitigation plan, as outlined in **44 CFR Part 201.6**. Utilize the checklist to develop a hazard mitigation plan and/or to verify the required content is included in the plan prior to submitting it for review and approval.

Helpful Hints—Use existing information, matrixes, maps, forums to meet

Plan Element	Content	Completed	Y/N
Planning Process §201.6(c)	Description of process Written paragraph of how the process was done and will be done		
	Contributors Who was involved and how—targeted interviews, website w/contact, meetings		
	Public involvement What opportunities were offered, where, when and how and was it/will it be throughout—take into consideration distance for coordination and methods that can be effective--		
Risk Assessment §201.6(c)(2)	Description of hazards What are the highest risk and probability hazards—there needs to be enough information to be sufficient—does not need to be complete; but enough data to make decisions. When something varies in risk for a multi-jurisdictional plan, review the HIVA and identify the unique hazard or issue		
	<ul style="list-style-type: none"> Location Where are these hazards, in general, such as the NW part of the city or a special flood hazard area 		
	<ul style="list-style-type: none"> Extent What is the magnitude of the hazard 		
	<ul style="list-style-type: none"> Previous occurrences What are the past declared disasters for your jurisdiction—timeframe determined as part of your process--(could add other major community specific events) 		
	Vulnerability to assets What is the magnitude of the hazard on the built environment		
	Impacts to assets Use a scale of Low, Medium, High; HAZUS (such as the general outcome from a 5.6 EQ); what impact due to areas built to current code vs. previous codes; areas retrofitted, elevated, or other mitigation action (for instance, a school district could say they have 15 buildings vs. 2 administrative, etc.)		
	Estimate potential losses (OPTIONAL)		
	Analyze development trends (OPTIONAL)		
Mitigation Strategy §201.6(c)(3)	Identify mitigation goals What are the 2-3 big picture goals in relation to the highest hazards, using existing authorities and resources—identify what you know and then short- and long-term strategies for those goals (ensuring you identify those for which you’ve had past disaster assistance if not fully mitigated); and list the source; and last, think of what you want to know next of the moderate, repetitive, or probably event(s).		
	Identify objectives (OPTIONAL)		
	Propose mitigation actions & projects These need to be related to the risk in order to have a community’s priorities; try to focus on critical facilities and those of most interest to the community. An action item is a wish list for the short- and long-term goals. For instance, is something needed to mitigate a unique hazard different than another? If nothing needs to be addressed, then a statement such as “monitor to ensure that the acquisition site remains within the scope of the contract” or “monitor to ensure no harm is caused.”		
	<ul style="list-style-type: none"> Actions for existing buildings, infrastructure & critical facilities Actions for future buildings, infrastructure & critical facilities 		

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	<p>Prioritization process</p> <p>Describe the process taken for prioritizing and relate to funding, cost/benefit, implementation (i.e., some items may be looking at the feasibility of an action, which takes place at a council meeting; others may involve availability of different funding and application cycles). Lesson learned: communication of the different priorities needs to be part of the process. A county that wants to acquire homes from the floodplain needs to talk to the schools and fire departments—as well as the community—as it could affect the tax base for services. Think of subsequent consequences: for a flood, roads may be undermined, utilities damaged, fire and police have to respond—there is a tax base and operational cost to decisions. It may be appropriate to elevate or only acquire homes where services could be reduced in a whole area.</p>		
	<p>Cost/benefit analysis utilization</p> <p>Is the C/B used for prioritizing all actions</p>		
	<p>Implementation options</p> <p>Short- and long-term and what resources (local, state, federal, as opportunities arise); these may be in an appendix or decision factors—for instance, 20% of schools are not built to existing seismic code (not which schools—keep it broad) and for the future—review codes and zoning (note: not will change—just identify what is working and needs enforced); what factors (environment, historic, code or other) are to be considered or is something a qualifier (i.e., if cost/benefit is used to ensure the basic beneficial factor, is it used as a qualifier to keep under consideration?)</p>		
	<p>Administration process</p> <p>Who implements, why and when?</p>		
Plan Maintenance §201.6(c)(4)	<p>Description of monitoring, evaluating, and updating process</p> <p>What will the process be to assign to which position and what triggers a review and update within the following 5-year cycle? Change of leadership; look at everything one year prior to resubmittal, or after a disaster?</p>		
	<p>Schedule for plan maintenance</p> <p>Actual assignments and timeline or triggers</p>		
	<p>Continued public involvement</p> <p>Keeping in mind Public Disclosure Act and the Freedom of Information Act exclusions, identify how ongoing involvement will occur (website with contact; set meetings like the PTA; news letters). For multi-jurisdictional or adding new jurisdictions, does the opportunity exist to continue involvement?</p>		
	<p>Incorporation process with other plans</p> <p>Identify how future revisions of shoreline management or other documents will integrate hazard mitigation goals and activities</p>		
Adoption §201.6(c)(5)	<p>Plan adoption</p> <p>The adoption of the document is what is current at that point in time, as it is a living document(s) that changes as circumstances change. Each jurisdiction represented must adopt their individual portion of the plan and submit documentation.</p>		
	<p>Adoption documentation</p> <p>A resolution or formal authorized document with signature and date of the chief elected official/body(ies)</p>		
Plan Review §201.6(d)	<p>Submit plan to Washington State Hazard Mitigation Office for review</p> <p>Include appropriate documentation of public involvement and the adoption document—also include signed, interlocal agreements.</p>		
	<p>Pre-adoption FEMA Review (OPTIONAL)</p> <p>If a plan is determined to be ready by the jurisdiction but not yet adopted, it can be sent to the state for a final review by FEMA (so if any small tweaks are necessary prior to submitting to the executive body for adoption)</p>		
	<p>Resubmit plan every 5 years</p> <p>FEMA Region 10 will provide a one-year prior notice for renewal.</p>		